



NOTICE OF CORRECTION

THIS AMENDS THE EXAMINATION BULLETIN RELEASED 07/14/14.

DATE: 07/18/14

EXAM CODE: 4CM02

EXAM TITLE: Assistant Chief Counsel

EXAM TYPE: Departmental Promotional

DEPARTMENT: Department of Conservation

LOCATION: Sacramento

FINAL FILING DATE: July 25, 2014

The bulletin announcing the above examination is amended as follows:

The Final Filing Date for this examination has been extended to: August 4, 2014

We regret any inconvenience this change may cause to candidates who have filed for this examination.

Department of Conservation
Human Resources Department

EXAMINATION BULLETIN



ASSISTANT CHIEF COUNSEL

AGENCY CODE: 3999 CLASS CODE: 5871

EXAM CODE: 4CM02

Department:	Department of Conservation
Bulletin Release Date:	July 14, 2014
Final Filing Date:	August 4, 2014
Examination Type:	Departmental Promotional
Salary:	\$8,930.00 - \$10,344.00
Location:	Sacramento
Tenure / Time-base	Permanent / Full-time Limited Term / Full-time

INTRODUCTION

This is a **PROMOTIONAL** examination for the Department of Conservation. Applications will not be accepted unless you are currently a Department of Conservation employee that meets the minimum qualifications or fall under SPB Rule 234, 235, Government Code 18990, 18991, and 18992.

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a departmental promotional examination for the Department of Conservation.

1. Applicants must have a permanent civil service appointment with the Department of Conservation or meet the provisions of the State Personnel Board Rules 234 or 235 by **August 4, 2014**, the final filing date, in order to take this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under Items 2, 3, or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

FILING INSTRUCTIONS

Final Filing Date: **August 4, 2014**

Where to Apply: Submit a standard state application ([STD 678 Rev. 10/2013](#)):

By Mail:
Department of Conservation
Human Resources Office
801 K Street, MS 22-13
Sacramento, CA 95814

In Person:
Department of Conservation
Human Resources Office
801 K Street, 22nd Floor
Sacramento, CA 95814

NOTE: Only applications with original signatures will be accepted. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason.

Do not send your application via interoffice or interagency mail. Applications received in this manner will not be accepted and cannot be returned pursuant to California Code of regulations 174.

It is the personal responsibility of each examination candidate to submit an examination application within the timeframe and in the manner specified on this examination bulletin. Candidates are encouraged to contact the Human Resources Office at (916) 322-7685 to verify receipt of their application before the close-of-business on the final filing date.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on page 1 of the examination application (STD 678). You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY INFORMATION

\$8,930.00 - \$10,344.00 per month.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Conservation. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated in the Minimum Qualifications section of this examination announcement by **August 4, 2014**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes must include "to" and "from" dates (month/day/year), time base, job or civil service class titles (not working title), and range (if applicable) for all work experience. College course information must include title, number of semester or quarter units, name of institution, location of institution, completion dates, and degree (if applicable). Applications/resumes without this information will be rejected.

MINIMUM QUALIFICATIONS

Membership in The State Bar of California. (Applicants must have active membership in The State Bar before they will be eligible for appointment.) and

Either I

Two years of experience in the California state service performing legal duties* at a level of responsibility equivalent to Staff Counsel, Range D. (Applicants who have completed 18 months of the required experience will be admitted to the examination, but must complete two years of such experience before they will be eligible for appointment.)

Or II

Broad and extensive experience (more than five years) in the practice of law*. (Experience in California state service applied toward this requirement must include the same number of years of qualifying experience as required in Pattern I above performing the duties of a class at a level of responsibility equivalent to that described in Pattern I.)

* Experience in the "practice of law" or "performing legal duties" is defined as only that legal experience acquired after admission to The Bar.

POSITION DESCRIPTION

This position works under the general direction of a Chief Counsel II, CEA, in planning, organizing, directing, coordinating and reviewing the work of a major legal section of a large legal office.

EXAMINATION INFORMATION

It is anticipated that interviews will be held during August 2014.

This examination will consist of qualifications appraisal interview weighted 100.00%.

The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

It is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the applications. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

SCOPE OF EXAMINATION

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

KNOWLEDGE AND ABILITIES

Knowledge of:

Legal principles and their applications; legal research methods, court procedures, rules of evidence and procedure; administrative law and the conduct of proceedings before administrative bodies; provisions of laws and Government Code sections administered or enforced; principles of public administration, personnel management and supervision; the department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action objectives.

Ability to:

Analyze legal principles and precedents and apply them to complex legal and administrative problems; present statements of fact, law and argument clearly and logically in written and oral form; draft opinions, pleadings, rulings, regulations and legislation; hold hearings and independently present difficult and complex cases in court; plan, organize and direct the work of a staff of attorneys; effectively contribute to the department's affirmative action objectives.

VETERANS PREFERENCE

Veterans' Preference credits will not be granted for this examination.

CAREER CREDITS

Career credits will not be granted for this examination.

CONTACT INFORMATION

For questions concerning this exam, please contact the Department of Conservation Human Resources Office at (916) 322-7685.

For hearing impaired or deaf candidates, please call the California Relay Service at 1-800-735-2929 (From TDD phone) 1-800-735-2922 (From Voice phone).

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

SPECIAL REQUIREMENTS

TRAVEL ACCOMMODATIONS:

Candidates are responsible for any expenses incurred when participating in all examinations administered by the Department of Conservation. (i.e., transportation, lodging, parking, etc.).

DISCLAIMER

Please click on the link below to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/5871.aspx>.

GENERAL INFORMATION

Departmental Promotional Examination: This means that only Department of Conservation employees may apply. The eligible list will be used specifically by the Department of Conservation. Competition is limited to Department employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

For an examination with a written feature, it is the candidate's responsibility to print his/her "Notice to Appear" and present the notice on the date, time, and location of the test date.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Conservation three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Standard State Applications ([STD 678 Rev. 10/2013](#)) are available at www.jobs.ca.gov, [California Department of Human Resources offices](#), local offices of the [Employment Development Department](#) and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Conservation reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box in part 2 of their application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Security and Confidentiality of Examination: Pursuant to Government Code Section 19860. "It is unlawful for any person: (a) Willfully by himself or in cooperation with another person to defeat, deceive, or obstruct any person with respect to his right of examination, application, or employment under this part or board rule. (b) Willfully and falsely to mark, grade, estimate, or report upon the examination or proper standing of any person examined or certified under this part or board rule, or to aid in so doing, or make any false representation concerning the same or the person examined. (c) Willfully to furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person examined, certified or to be examined or certified under this part or board rule."

Pursuant to Government Code 19681. "It is unlawful for any person: (a) To practice any deception or fraud with regard to his identity in connection with any examination, application, or request to be examined. (b) To obtain examination questions or other examination material except by specific authorization either before, during, or after an examination or use or purport to use any such examination questions or materials for the purpose of instructing or coaching or preparing candidates for examinations. (c) To use any unfair means to cause or attempt to cause any eligible to waive any rights obtained under this part."

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HUMAN RESOURCES OFFICE
EXAMINATION UNIT
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SACRAMENTO, CA 95814
(916) 322-7685